

Dear VA Health Professions Trainee,

You have been selected, through an affiliation agreement between your [Program/Training Specialty](#) and Department of Veterans Affairs to receive an appointment in a health professions training program at the [VA Palo Alto Health Care System, Palo Alto, CA](#).

### **VHA Mandatory Training for Trainees**

In order for you to train at VA, you are required to complete a mandatory training program titled *VHA Mandatory Training for Trainees*. This training is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile at <http://www.tms.va.gov>. Once you are at the TMS website, follow the steps listed below to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training.

**Each health professions trainee will need the following information in order to complete the self-enrollment process in the TMS:**

- **VA Location Code** [V21 Sierra Pacific Network (VISN 21)]
- **VA Point of Contact First Name** (Review the list of "House-Staff Coordinators" and find the name of your Specialty Coordinator. See VA Palo Alto's Clinical Affiliates-Trainees website: [http://www.paloalto.va.gov/affil\\_forms.asp](http://www.paloalto.va.gov/affil_forms.asp))
- **VA Point of Contact Last Name** (See above)
- **VA Point of Contact Email address** (Enter the Email address corresponding to your Specialty House-Staff Coordinator)

Managed Self-Enrollment (MSE) enhances VA's training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

Sincerely,

Romeo Horvath  
([Romeo.Horvath@va.gov](mailto:Romeo.Horvath@va.gov))  
TMS Domain Administrator (11)  
VA Palo Alto Health Care System  
Palo Alto, CA

## 1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>
2. Click the **Create New User** link located near the SIGN IN button.
3. Select the radio button for **"Health Professions Trainee"** *DO NOT SELECT "WOC"*
4. Click the **Next** button
5. Complete all required fields, and any non-required fields if possible.
  - a. **My Account Information:**
    - i. Create Password
    - ii. Re-enter Password
    - iii. Security Question
    - iv. Security Answer
    - v. Social Security Number\* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
    - vi. Re-enter Social Security Number
    - vii. Date of Birth
    - viii. Legal First Name
    - ix. Legal Last Name
    - x. eMail Address *(Enter your personal email address. The eMail address will be used as your UserID when you login)*
    - xi. Re-enter eMail address
    - xii. Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*
  - b. **My Job Information:**
    - i. VA City – *(Enter the city of the VA training facility = Palo Alto)*
    - ii. VA State – *(Select the state of the VA training facility = California)*
    - iii. VA Location Code – *(Select the Code that was provided by your VA Point of Contact = V21 Sierra Pacific Network (VISN21) )*
    - iv. Trainee Type *(Interns, Residents & Fellows = Physician Resident; Medical Student = All Other Health Professions)*
    - v. Specialty/Discipline *(Pick the one that best suits your Specialty)*
    - vi. VA Point of Contact First Name *(Enter the name that was provided by your VA Point of Contact = enter the name of your Specialty's House-Staff Coordinator from the list provided on the "Clinical Affiliates-Trainees Website")*
    - vii. VA Point of Contact Last Name *(Enter the name that was provided by your VA Point of Contact = see above)*
    - viii. VA Point of Contact Email *(Enter the email that was provided by your VA Point of Contact = Find the Email to your Specialty's House-Staff Coordinator from the list provided on the "Clinical Affiliates-Trainees Website" )*

Once you have entered all of the required data, click the **"Submit"** button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the **"Continue"** button and wait until your **"To-Do"** list is displayed with the title of the mandatory training course.

## 1.2 Launching and Completing the Content

1. Mouse over the title of the *VHA Mandatory Training for Trainees* \* training course.
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the “**Completed Work**” pod on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to “**Print Completion Certificate**”.
7. Print your completion certificate and save it in a pdf file for your records, **forward an electronic copy to your Specialty’s House-Staff Coordinator or POC with your paperwork**. Find the name of our Coordinator in the VA Palo Alto’s Clinical Affiliates-Trainees website: [http://www.paloalto.va.gov/affil\\_forms.asp](http://www.paloalto.va.gov/affil_forms.asp)
8. When you report to VA, bring the **Certificate of Completion** for your mandatory training for verification by VA personnel.

**NOTE: \* These instructions cover all training requirements. Including: HIPAA, Privacy, Information Security and Rules of Behavior.**

## 1.3 Trouble-shooting and Assistance

The **Check System** link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. **NOTE: If one of the components of your computer is not in compliance with the requirements, a red “x” will appear next to the *Check System* link.** Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at [VAMSEHelp@gpworldwide.com](mailto:VAMSEHelp@gpworldwide.com).

\* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.